

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



1.916

L61

Reserve

UNITED STATES  
DEPARTMENT OF AGRICULTURE  
LIBRARY



BOOK NUMBER 1.916  
L61  
Reserve  
305941

UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

LIBRARY MEMORANDUM L-1

Subject: Library memorandum series  
August 25, 1941

1.916  
L61  
Reserve

TO THE STAFF OF THE MAIN, BUREAU, AND FIELD LIBRARIES:

In order to facilitate the flow of information relative to changes in procedure and staff, inauguration of new work, and developments of various types, it is planned to issue a numbered series of mimeographed Library Memoranda which may be retained in your files, thereby forming, as the memoranda accumulate, a library procedure manual.

A simple classification scheme, as a filing aid, has been devised, based on the title of the various library divisions, sections, bureaus and branches, plus numbers which will be consecutive within the groupings, as follows:

- L OFFICE OF LIBRARIAN
- BU DIVISION OF BUREAU LIBRARIES
  - ACE Agricultural Chemistry and Engineering Library
  - BAL Animal Industry Library
  - CE Commodity Exchange Library
  - DI Dairy Industry Library
  - E Entomology Library
  - OES Office of Experiment Stations Library
  - FC Farm Credit Library
  - BPI Plant Industry Library
  - FS Forest Service Library
  - RE Rural Electrification Library
  - SCS Soil Conservation Service Library
  - SO Solicitor's Office Library
  - BAE Agricultural Economics Library
- F DIVISION OF FIELD LIBRARY SERVICES
  - B Beltsville Branch
  - L Little Rock Branch
- RR DIVISION OF READING AND REFERENCE SERVICES
  - R Reference Service
  - C Circulation Service
  - I Inter-library Loans
  - B Bookstacks
- BI BIBLIOGRAPHY DIVISION
  - B Bibliography
  - E Editorial
  - T Translation
  - C Copying

T	DIVISION OF TECHNICAL PROCESSES
-C	Catalog
-CC	General Catalog and Card Preparation
-CC	Classification and Subject Headings
-G	Government Documents
-O	Order
-OA	Orders and Accounts
-SC	Selection and Searching
-D	Duplicate Exchange and Disposition
-P	Periodicals
-S	Serials
-CF	Current Entry
-B	Bindery

Memoranda in the field of work of the Division of Reading and Reference Service, Circulation Service Section will be RR-C-1, RR-C-2; RR-C-3, etc.; those issued about the Government Documents work in the Division of Technical Processes will be T-G-1; T-G-2, etc.

Miss Mildred Benton, Coordinator of Bureau Libraries, will clear all information suitable for the Library Memorandum Series and maintain a file of extra copies.

Ralph R. Shaw  
Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE  
LIBRARY

LIBRARY MEMORANDUM BI-C-1

Subject: Photostats and microfilms

August 25, 1941

To Bureau and Field Librarians:

Effective immediately each Bureau and Field Branch library may order, through the facilities of the Department Library, up to 200 photostat prints (400 pages) free of charge and an unlimited number of microfilms. After the 200 limit on photostats has been reached, bureaus will be charged 10¢ a print for photostat service.

The following procedure should be followed:

1. Submit requests to Mrs. Watrous, Department Library
2. Use the revised Bibliofilm Service order blanks, a supply of which is being forwarded
3. Include call number if possible
4. Give complete information as specified on the order blank
5. If photostats are desired, mark x in square
6. If the book or periodical to be copied accompanies the order, state whether or not it is to be returned to the sender

Ralph R. Shaw  
Librarian





UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

LIBRARY MEMORANDUM T-C-1

Subject: Orders - Temporary Entries

August 25, 1941

To Department and Bureau Library Staff:

Temporary entries will no longer appear in the public catalog of the Main Library. Information regarding books on order or in process formerly obtained from such entries will henceforth be available in the section of Orders and Accounts, Mr. R. T. Umhau in charge.

The telephone number is Branch 3317.

Ralph R. Shaw  
Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE  
LIBRARY

LIBRARY MEMORANDUM L-2

SUBJECT: Procedure Changes

August 28, 1941

TO THE DEPARTMENT AND BUREAU STAFF:

No changes in library procedures affecting two or more Bureau Libraries or Divisions of the Main Library will become effective until after issuance of a memorandum in this series to all affected by such changes.

Division Chiefs of the Main Library and Bureau Librarians will please consult with Miss Benton, Coordinator of Bureau Libraries, before making changes which affect other Divisions or Bureaus to make sure that a memorandum covering the change has been issued. This recommendation is intended to avoid confusion between actual revision of practice and the discussion of a proposed revision which should precede any decision.

Ralph R. Shaw  
Department Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

LIBRARY MEMORANDUM RR-C-1

SUBJECT: Recalls

August 30, 1941

Failure of a relatively small proportion of borrowers to give prompt attention to requests for return of books and periodicals has resulted in slow library service to all. Delays of weeks, or even, frequently, of months in supplying books requested are, in large measure, attributable to this abuse of library privileges. (See Department Regulation 4228)

If better cooperation is not received, we shall be forced to withhold loan privileges from those who do not return books immediately.

Ralph R. Shaw  
Department Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

LIBRARY MEMORANDUM T-P-1

SUBJECT: Periodical requests

September 3, 1941

TO THE DEPARTMENT AND BUREAU STAFF:

All requests for service should be directed to the Division of Reading and Reference Services rather than to the various divisions and sections of the Library. This will apply to requests for books, periodicals (current or bound), reference service, etc.

The intent of this memorandum is to provide a single source for all information and service so that borrowers and other users of the Main Library will not have to be referred from one place to another.

Ralph R. Shaw  
Department Librarian





UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

LIBRARY MEMORANDUM L-3

SUBJECT: Legislative reference  
service

September 12, 1941

To the Staff of the Department and Bureau Libraries:

In order to strengthen legislative reference service in the field of agriculture and related subjects arrangements have been made for the Legislative Coordination Section, Office of Budget and Finance, 121 Administration Building to (1) receive all inquiries for information related to the current congress; (2) lend publications; and (3) furnish extra copies insofar as they are available.

The Department Library is, therefore, no longer responsible for filing current congressional bills, hearings, debates, resolutions, House and Senate documents, reports or slip laws. Upon adjournment of each Congress, all such material will transfer to the Department Library which serves as a depository.

A file of the Congressional Record will be available in the Library, as usual.

The Legislative Coordination Section will receive telephone calls on Branch 3304-5 (Mr. Foreman)

Ralph R. Shaw  
Department Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE  
LIBRARY

LIBRARY MEMORANDUM RR-C-2

SUBJECT: Reserve set of Department publications

September 16, 1941

TO THE STAFF OF THE DEPARTMENT AND BUREAU LIBRARIES:

A reserve set of Department of Agriculture printed publications is maintained because of the desirability of having a file available at all times. Since there are at least two copies of practically every publication and as many as four copies of the more popular series (i.e. Farmers' Bulletins, Circulars, etc.) there should seldom be need to use copies from the reserve set.

However, should this necessity arise, Department publications marked "reserve set" may be consulted in the Department or Bureau Library reading rooms. They may not be circulated to individuals or to offices.

Ralph R. Shaw  
Department Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE  
LIBRARY

LIBRARY MEMORANDUM RR-C-3

SUBJECT: Call numbers

September 17, 1941

TO THE STAFF OF THE DEPARTMENT AND BUREAU LIBRARIES:

One important means of facilitating loan service is to include call numbers on all request forms submitted to the Division of Reading and Reference Services. As it will be library policy, henceforth, to emphasize the desirability of following this practice, the cooperation of the staff, especially that of the Bureaus, is necessary in following the instructions outlined:

1. Add call numbers to all requests referred to the Department Library except in cases where they cannot be found in the List of Periodicals Currently Received in the Library of the United States Department of Agriculture (Miscellaneous Publication 245 and its Supplement) as well as other immediately available sources; and when consulting the Department Library catalog would be impracticable.
2. Explain to individuals who submit requests without call numbers that inclusion is desirable.
3. Give source for references which cannot be identified readily.
4. Submit original request if possible.
5. If a search has been made for the call number without success, so indicate.
6. Avoid marking requests "rush" unless immediate attention is desired. Unnecessary rush requests impede all service.

Ralph R. Shaw  
Department Librarian





UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

LIBRARY MEMORANDUM T-O-2

SUBJECT: Gift material

September 27, 1941

TO THE STAFF OF THE DEPARTMENT, BUREAU AND FIELD BRANCH LIBRARIES:

Since a definite plan should result in more effective acquisition, routing and disposition of gift material (other than periodicals), the following procedure is recommended in accordance with Department Regulation 4114 revised:

1. Solicited gift material

Requests for gift material should be routed to the Section of Orders and Accounts, Department Library, on request for publication form AD 244. Each request should indicate whether it is to be cataloged to file (a) in a Bureau Library (b) in the Department Library; or if considered ephemeral, is (c) for the pamphlet collection of either a Bureau or the Department Library.

If intended for a duplicate Bureau set, the term "duplicate set" and the call number should appear on the request form so that the publication may be sent to the Bureau Library immediately upon receipt without being cataloged in the Department Library.

2. Unsolicited gift material

Unsolicited gift material received by Bureaus from various sources and sent to the Section of Orders and Accounts should indicate whether it is to be cataloged to file (a) in a Bureau Library (b) in the Department Library; or is (c) to be discarded at the discretion of the Department Library.

3. Gift shelf

Unsolicited gift material received by the Department Library from Bureaus or other sources, without request to file, will remain on a designated shelf in the Section of Orders and Accounts, Room 1529 South Building, for a period of one week after receipt so that Bureau librarians and other interested persons may have an opportunity to examine it and to select items of interest in accordance with recommendation 2 (a) and (b) of this memorandum.

Material indicated to be of no interest will be discarded.

Ralph R. Shaw  
Department Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

LIBRARY MEMORANDUM T-OA-1

SUBJECT: Periodical subscriptions

September 30, 1941

MEMORANDUM TO DEPARTMENT, BUREAU AND FIELD LIBRARIANS:

In accordance with new order procedure under Department Regulation 4114, revised, all orders for periodical subscriptions should be made to cover the calendar year as soon as possible. It is the plan of the Department Library to place new subscriptions by the calendar year. Bids are regularly requested on October 1. In the future, periodical lists should be received in the Section of Orders and Accounts by that time.

All subscriptions that have been placed to cover a period beyond December 31, 1941, will continue in force until expiration of the present subscription, but renewals and subscriptions will be placed on a calendar year basis by the Department Library.

Questions regarding this matter may be directed to Mr. R. T. Umhau, Chief, Section of Orders and Accounts, Branch 3317.

Ralph R. Shaw  
Department Librarian





UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

LIBRARY MEMORANDUM T-O-1

SUBJECT: Purchase of publications

October 1, 1941

TO THE STAFF OF THE DEPARTMENT, BUREAU AND FIELD LIBRARIES:

The intent of this memorandum is to call attention to the revision of Department Regulation 4114 and procedure established pursuant thereto.

1. Decision as to the method of routing Request for Publication Form AD 244 to the Department library rests with the Bureaus but it is considered desirable for Bureau librarians to review all requests emanating from their respective Bureaus whether Washington or field offices. The initials of a Bureau librarian on Form AD 244 will indicate that a Bureau copy of the requested publication is not available for deposit or that a loan will not serve the purpose.
2. After Bureau review and approval the request form should be forwarded to the Section of Orders and Accounts, Department library, Room 1529 South Building.
3. Order cards are no longer necessary. They are superseded by Request Form AD 244.
4. If available free of charge or by exchange, publications will be so obtained. If not, the Department library will place orders for publications costing up to \$10 each without notifying Bureaus of the cost in advance. If, however, the cost exceeds \$10, Bureaus will be notified unless prior approval of such expenditure has been noted on the request form. Decision as to the number of copies to be acquired will depend on the number already available for loan or for filing in Bureau libraries or offices.
5. All publications procured by the Department library for Bureau libraries, offices, or individuals will be prepared for use. Although not recommended, there will be no objection to Bureaus adding further marks of identification.
6. Unless otherwise directed, publications will be forwarded, after preparation for use and charging in the book stack section, to individuals who request them. Bureau librarians who are responsible for recording publications for inventory purposes may arrange for delivery to their respective Bureau libraries by so indicating on request form AD 244 when it is submitted.
7. Purchase order records by Bureaus and field offices are maintained in the Section of Orders and Accounts, Department library, so that it will be possible to ascertain what books, pamphlets, or periodicals have been procured for a specific location. Records of field office purchases prior to September 8, 1941, are available in corresponding Bureaus.

Ralph R. Shaw  
Department Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

LIBRARY MEMORANDUM L-4

SUBJECT: Book selection

October 2, 1941

TO THE STAFF OF THE DEPARTMENT, BUREAU AND FIELD LIBRARIES:

A proposed division of Bureau library responsibility for subject fields was outlined in the Statement of Policy issued by the Department Librarian, June 6, 1941, as follows:

Bureau of Agricultural Chemistry and Engineering

Primarily responsible for chemistry and engineering, except for electrical engineering.

Bureau of Agricultural Economics

Primarily responsible for social sciences, except for banking, finance and cooperatives.

Bureau of Animal Industry

Primarily responsible for all animal industry, except dairy.

Bureau of Dairy Industry

Primarily responsible for dairy industry.

Bureau of Entomology and Plant Quarantine

Primarily responsible for entomology, plant quarantine and plant pest control.

Office of Experiment Stations

Primarily responsible for maintaining file of experiment station and extension publications.

Forest Service

Primarily responsible for forestry and range.

Bureau of Plant Industry

Primarily responsible for plant industry.

Soil Conservation Service

Primarily responsible for soil conservation.

Farm Credit Administration

Primarily responsible for banking, finance, and cooperatives.

Rural Electrification Administration

Primarily responsible for electrical engineering.

Solicitor's Office

Primarily responsible for the legal library.



All other subject fields will be covered by the Department library.

In order that the Department and Bureau libraries may fulfill the intent of the statement, an understanding is necessary relative to the manner in which new publication titles are to be selected. It is desirable both to distribute the responsibility and to avoid duplication of effort as much as possible; and at the same time make certain that all published material of interest to the Department is acquired either by gift or by purchase.

Contributing towards this coordination of selection of published material

1. Mrs. Hazel Mercier of the Department Library Order Section will establish a list of sources which she checks regularly for titles of new publications.
2. Each Bureau librarian will also prepare a list of sources regularly checked for new titles. This includes trade bibliographies, periodicals, etc.
3. Comparison of such lists should result in elimination of duplicate coverage and definitely fix, as well as distribute, the responsibility for checking. For example, since the Bureau of Agricultural Economics is stated to be "primarily responsible for social sciences" the Department as well as other libraries can depend on the BAE library for selection of publications within that field. The Entomology library can be looked to for selection of publications in the field of entomology, plant quarantine, and plant pest control; and so on, through the list of bureaus. This does not mean that copies of some books in these fields may not be made available in other libraries when the demand for them is so great that the purchase of additional copies is justified.
4. Request for publications on form AD 244 submitted by Department field branch libraries or Bureau field libraries or offices will be referred to the appropriate subject matter Bureau for approval in the event of a new title and then to Miss Mary G. Lacy, Assistant Department Librarian, for final decision.
5. Mrs. Mercier, whose primary responsibility it is to check for publications in subject fields not covered by Bureaus, will refer all titles elected by herself and Bureaus to Miss Lacy for final approval.

Ralph R. Shaw  
Department Librarian

UNITED STATES DEPARTMENT OF AGRICULTURE  
LIBRARY

LIBRARY MEMORANDUM F-1  
Subject: Field Branch Libraries  
October 29, 1941

TO THE STAFF OF THE DEPARTMENT, BUREAU, AND FIELD LIBRARIES:

A branch of the Department library is to be established in Upper Darby, Pennsylvania, a suburb of Philadelphia, effective November 1, with Miss Sarah W. Parker, now regional librarian for the Soil Conservation Service, in charge. The Soil Conservation Service regional library will become a part of the Upper Darby branch.

The two other field branches of the Department library are located at Little Rock, Arkansas, and Beltsville, Maryland, and are under the supervision of Miss Marion E. Wheeler and Mr. Dorris A. Brown respectively.

Ralph R. Shaw  
Department Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

LIBRARY MEMORANDUM T-O-3  
Subject: Book Purchase Reduction  
November 10, 1941

TO THE STAFF OF THE DEPARTMENT AND BUREAU LIBRARIES:

Due to the fact that the book fund is very low, it will be necessary, until further notice, to restrict purchases to one copy of a title. If needed, additional copies may be purchased by the Bureaus with their own funds if their appropriations permit the purchase of books.

This applies to books for Washington use only.

Ralph R. Shaw  
Department Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE  
LIBRARY

LIBRARY MEMORANDUM RR-C-4  
Subject: Mail Delivery  
October 30, 1941

TO THE STAFF OF THE DEPARTMENT AND BUREAU LIBRARIES:

It is proposed to re-establish Bureau mail boxes for those desiring them in the Book Stacks Section of the Department Library, entered through Room 1404. After November 8, Bureau messengers may call there for library mail at their scheduled times.

Department Library messenger trips to the Department Post Office will be reduced to four a day. Bureau libraries not inconvenienced by this reduction may continue to receive their mail through the Department Post Office.

Ralph R. Shaw  
Department Librarian





UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

LIBRARY MEMORANDUM L-<sup>5</sup>~~4~~  
Subject: New Book Shelf  
November 3, 1941

TO THE STAFF OF THE DEPARTMENT AND BUREAU LIBRARIES:

In order to more effectively utilize the new book shelf in the Reading Room as a place to display selected new accessions or publications of timely or special interest which will tend to attract readers the plan now in effect of including all new publications will be discontinued on November 10.

Bureau librarians will be given the opportunity to examine new material including government and department publications, daily, between the hours of 10 and 3 in the Catalog Room. Miss K. G. Upton, Chief, Catalog Section should be consulted regarding a suitable time, for it will be necessary to maintain a schedule.

Arrangements for reviewing new serials and periodicals will remain unchanged.

Ralph R. Shaw  
Department Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE  
LIBRARY

LIBRARY MEMORANDUM T-O-4  
Subject: Ordering of  
Equipment, Supplies, etc.  
November 24, 1941

TO THE DEPARTMENT, BUREAU AND FIELD BRANCH LIBRARIES:

Effective at once, all requests for equipment, repairs, services and supplies shall be submitted to the Order Section, Department Library, on the special form provided for the purpose (supply attached).

The Head of each section shall designate someone in the section to approve all such requests and the name of the person so designated should be given to the Order Section.

Each Section is requested to keep on hand office supplies sufficient for two weeks' use.

These instructions apply to Bureau libraries only when ordering Department library forms.

Ralph R. Shaw  
Department Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE  
LIBRARY  
WASHINGTON, D C.

Date \_\_\_\_\_

REQUEST FOR EQUIPMENT, REPAIRS, SERVICES OR SUPPLIES

Order Section,  
Library, U.S.Dept. of Agriculture

The equipment, repairs, services or supplies itemized below  
are needed in the official work of the \_\_\_\_\_

\_\_\_\_\_  
(name of section)

Description

Quantity

\_\_\_\_\_  
(Signature)



UNITED STATES DEPARTMENT OF AGRICULTURE  
LIBRARY

LIBRARY MEMORANDUM BI-C-2  
Subject: Photostats and microfilms  
November 26, 1941

TO BUREAU LIBRARIANS:

This memorandum supersedes BI-C-1 of August 25, 1941.

After December 1, 1941, the Department Library will, because of limited funds, be unable to supply microfilms without charge. Regular rates will be in effect as follows:

The rate for microfilm copying of any single article, regardless of its length, from any single volume of a periodical publication will be a flat charge of 50 cents.

The rate for copying from books will be 50 cents for each 50 pages or fraction thereof.

Bureaus which have not yet used up their quotas of 200 photoprints will be supplied without charge up to that amount but additional photoprints will cost 10 cents a print (2 pages).

In order to expedite service, please

1. Submit requests to Bibliofilm Service, Department Library
2. Use Bibliofilm Service order blanks
3. Include call number if possible
4. Give complete information as specified on the order blank
5. If photoprints are desired, mark x in square
6. If the book or periodical to be copied accompanies the order, state whether or not it is to be returned to the sender
7. Establish a procedure for payment in accordance with individual Bureau requirements

Ralph R. Shaw  
Department Librarian







